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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Personnel Division (Overt)
Chief, Personnel Division (Covert)
FROM : Chief, Personnel Procurement Division
Deputy Personnel Director

DATE: 24 January 1952

SUBJECT: Monthly Progress Report - Personnel Program

1. The memorandum of the Assistant Director (Personnel) to the Deputy Director (Administration), dated 12 December 1951, regarding our program for reducing turnover and generally improving the personnel situation requires that a monthly report be submitted by the Personnel Office on progress in this respect. Copies of this memorandum have been furnished your office.

2. The Personnel Studies and Procedures Staff is responsible for compiling and writing this report. It is therefore requested that you furnish an informal written report to that office not later than the 28th of each month describing your progress on each of the elements contained in the report. The following subject headings have been adopted to follow the general outline of General Davison's memorandum:

- a. Improved initial selection and placement of employees
- b. Placement follow-up
- c. More accurate recruiting requisitions
- d. Performance evaluation
- e. Improved supervision of personnel
- f. More reliable turnover reports

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DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
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NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE 26/05/81 REVIEWER: _____

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